

**AUDITOR AND CONTROLLER MANAGER I**

**DEFINITION:**

Under general direction, to supervise and coordinate the work of a large accounting or auditing staff using an extensive system of internal controls; prepare and implement specific work plans; assign work, review output and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this classification are responsible for a large accounting or auditing staff within the department of the Auditor and Controller, or directing the accounting services on behalf of the Auditor and Controller. This class is distinguished from the next higher class, Auditor and Controller Manager II, in that the latter has direct contact with department heads and external decision makers.

**EXAMPLE OF DUTIES:**

Plans, organizes and directs a large accounting staff in maintaining complex systems of internal controls to account for costs and the distribution of public monies; supervises the preparation of various financial reports, statements, and reconciliations; directs the preparation of journal vouchers, cash transfers and related transaction documents; prepares financial procedural reports; plans office methods and procedures; trains subordinate staff; obtains oral and written legal opinions; confers with other County staff on matters of accounting and internal control; supervises and directs a staff of auditors, and manages audits in accordance with generally accepted auditing standards.

**MINIMUM QUALIFICATIONS:**

**Thorough Knowledge of:**

- Principles and practices of management relating to the training, evaluation and supervision of subordinates.
- Accounting and auditing principles, theories and procedures applicable to the control of various accounting systems.
- Cost accounting procedures and systems.

**General Knowledge of:**

- Laws and rules regulating and influencing fiscal operations.
- Techniques used in statistical sampling and flow-charting.
- Procedures required to comply with the terms of Federal and/or State grants.
- Uses and limitations of electronic data processing equipment.

**Skills and Abilities to:**

- Initiate, plan, organize and direct a varied and complex fiscal program and/or complex audit tasks.
- Interpret and apply legal and administrative concepts of accounting and/or auditing functions.
- Accurately analyze situations or data, audit reports and memoranda, and adopt an effective course of action.

- Supervise, train and motivate professional and clerical subordinates.
- Establish and maintain effective internal and external working relationships.
- Prepare comprehensive, clear and concise accounting, auditing and statistical reports.
- Communicate effectively both orally and in writing.
- General Management System in principle and in practice.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience, which would likely demonstrate the knowledge and/or skills stated above. An example of such education/experience is: a bachelor's degree from an accredited college or university with a major in accounting or a closely related field; AND, six (6) years of professional accounting and auditing experience. This experience must have included managing an accounting division or directing audits of complex systems of accounting.

**Note:** A California CPA Certificate will be considered as meeting the education requirements.

**SPECIAL NOTES, LICENSES OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment or the ability to arrange necessary transportation for field travel. Employees in this class may be required to use their personal vehicle.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).